

## Associate, Program Support

Kentucky Adult Education, a unit of the Council on Postsecondary Education, a non-merit agency of the Commonwealth of Kentucky seeks an energetic, organized, and self-directed person to serve as Associate, Program Support.

This position, under the direct supervision of the Senior Associate for Program Support, will lead the Job Readiness Activities (JRA) training program resulting from a contractual partnership with the Kentucky Department for Community Based Services (DCBS). Responsibilities will include the implementation, oversight, monitoring, and evaluation of the JRA program. The successful applicant will have strong administrative, organizational, communication, problem solving, and computer skills. This position will require statewide travel.

**Qualifications:** A minimum of a bachelor's degree is required. Applicants must demonstrate an ability to work independently, train, and otherwise lead a statewide program.

**Salary:** Low 40's with full benefits package, commensurate with experience.

Interested applicants should send a letter describing the strengths the applicant will bring to the position, resume, and references to:

Pat Sawyer  
Director for Human Resources  
Kentucky Council on Postsecondary Education  
1024 Capital Center Drive, Suite 320  
Frankfort, KY 40601  
[patricia.sawyer@ky.gov](mailto:patricia.sawyer@ky.gov)

To receive full consideration applications should be received by August 31, 2007. Applications will be accepted until the position is filled. This is a Federally Funded Time Limited (FFTL) position.

The Council is an equal opportunity employer.

Duties and responsibilities include, but are not limited, to the following:

- Provide general administrative oversight of the Job Readiness Program at local Ky adult education programs as set forth in the agreement between DCBS and KYAE.
- Ensure that all programs delivering JRA services are in compliance with guidelines and requirements set forth by DCBS and KYAE.
- Train local adult education programs about the goals and requirements of the JRA program and the implementation of JRA classes.

- Understand and be able to refer to DCBS, K-TAP and KWP policies for administration at the state and local level.
- Ensure that all programs providing this program have a full understanding of the KET curriculum materials.
- Communicate with DCBS regarding policy regulations and requirements such as those related to purchasing and maintain an inventory of purchased equipment.
- Review the budgets of individual programs for reasonableness and compliance with guidelines.
- Track and monitor the expenditures of programs to ensure timely invoicing of expenses.
- Prepare reports of program activity for the DCBS on a monthly basis.
- Participate in meetings and training as requested by DCBS and KYAE.
- Perform other duties as assigned including those contained in the contracted scope of work between KYAE and DCBS.